

***NATIONAL WEATHER SERVICE INSTRUCTION 70-203
MARCH 15, 2004***

***Financial Management
Financial Management, NWSPD-70-2
TRAVEL MANAGER PROCEDURES***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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NWS Travel Procedures

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1. Introduction: This instruction provides procedures to access the Integrated Travel Manager (ITM) system in order to prepare temporary duty station/domestic, foreign, local and group travel authorizations and travel voucher(s). This instruction also provides guidance on the use of the nationwide travel management service (SATO). The guidance listed in this procedure is in accordance with Federal Travel Regulations (FTR), the Department of Commerce (DOC) and National Oceanic and Atmospheric Administration (NOAA) Travel Handbook (NTH) and all other relevant laws and regulations.

2. Authorizing /Approving Official(s): All requests for domestic travel will be authorized and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NOAA Travel Regulation (NTR), Chapter 301. For authority to authorize travel, see National Weather Service (NWS) Instruction 1-204, Delegation of Authority for Travel, NWSPD 1-2.

3. Access to ITM: There are several steps that must be completed prior to obtaining access to ITM.

3.1 Forms Required to Obtain Access:

The ITM Travel Information Form is used to set up or update non-routing offices in the ITM database. A non-routing office utilizes the software only to prepare travel documents. Documents are not electronically routed to reviewing and approving officials. The person preparing the request must send the ITM Travel Information as an email attachment to Travel.Manager@noaa.gov. The ITM Traveler Information Form for Non-Routing Users and instructions can be obtained at : <http://www.rdc.noaa.gov/~cams>. Click on Integrated Travel Manager, then click on ITM Forms.

3.2 Installation of Travel Manager (TM) Icon:

Before you can use TM, the TM Icon must be installed on your computer. For access, contact the NWS Hotline or e-mail your request to NWS.Hotline@noaa.gov.

3.3 User ID field/Password:

The TM Office will contact you via e-mail regarding your access. Once access is given, instructions will be provided regarding your user identification (ID). Your TM User ID consists of the first three letters of your last name followed by the last four digits of your Social Security number.

You will be advised to contact your servicing Finance Office for the TM default password. Once you have received a TM default password, the system will instruct you to establish your own unique password and electronic signature using a series of messages and data entry windows. Passwords are case sensitive and must be at least eight characters long and include at least one numeric value. For more instructions regarding passwords go to <http://www.rdc.noaa.gov/~cams>. Click on ITM, then click on ITM Fact Sheets, then click on latest Fact Sheet.

4. Procedures for Accessing TM:

Go to website: <http://www.rdc.noaa.gov/~cams> and click on ITM, then click on Quick Start Guide.

Double click on the **TM81.ica** icon on your desktop. A warning message informing you that you are accessing a DOC computer system will appear on the screen. Click **OK** to acknowledge the message. The TM login Screen will appear.

5. TM Template:

The TM template must be set up prior to entering any travel documents. Accounting data is required prior to preparing any travel orders or vouchers. This template must be completed for every project code that is set up. Attachment A is a copy of the template that must be completed. The person that prepares travel vouchers is responsible for setting up the travel manager template when the new fiscal year begins. This person will add or delete codes as appropriate.

6. TM Procedures:

To obtain a copy of the ITM Training Manual go to <http://www.rdc.noaa.gov/~cams> . Click on ITM, then click on ITM Training Manual for NOAA staff.

7. SATO Travel:

SATO is the nationwide travel management service contracted by DOC. SATO will make reservations for common carrier transportation, lodging and car rental for all NOAA personnel. For further instructions go to the NOAA Finance Office Web Page: <http://www.rdc.noaa.gov/~finance> . Click on Travel, then click on SATO.

Attachment A

Travel Manager Template	
Organization	2001
Label	Gen/Admin
FY (4 characters)	2004
Bureau (2 characters)	14
Project/Task (10 characters)	B8M4JGA P00
Org 1 (8 characters)	20010001
Org 2 (8 characters)	02000000

- a. Organization is the first 4 characters of your organization code
(For example, 2001 represents the NWS Office of the Assistant Administrator.)
- b. Label identifies what type of money you are using which is represented by the project code. For example, B8M4JGA represents general and administrative expenses within the Office of the Assistant Administrator. B8M4JGE represents general and administrative expenses for regional and other NWS headquarters offices, which includes procuring and managing supplies; performing general office support; managing mail and shipping activities; arranging travel; and handling administrative e-mail. Note: your budget personnel will provide you with the proper label to use.
- c. FY must use 4 characters which represents the current fiscal year.
- d. Bureau Code is 14 (2 characters).
- e. Project/Task code is 10 characters. For example: B8M4JGE P00
Project code is 7 characters and the Task code is 3 characters. **Note:** Always use the numeric 0, never use the letter O. Your budget personnel will provide you with the appropriate project/task code.
- f. Org 1 is the first 8 characters of your organization code, do not use dashes (-).
For example, 20010001 represents the Office of the Chief Financial Officer/Chief Administrative Officer); enter all the numbers together as shown above.
- g. Org 2 is the last 8 characters of your organization code, do not use dashes (-).
For example, 02000000 represents the Comptroller Division.
- h. After entering data be sure to **click ok** to save the accounting to the Master list.